



USER MANUAL

For Elementary ESL/ELD Application

JK to Grade 8

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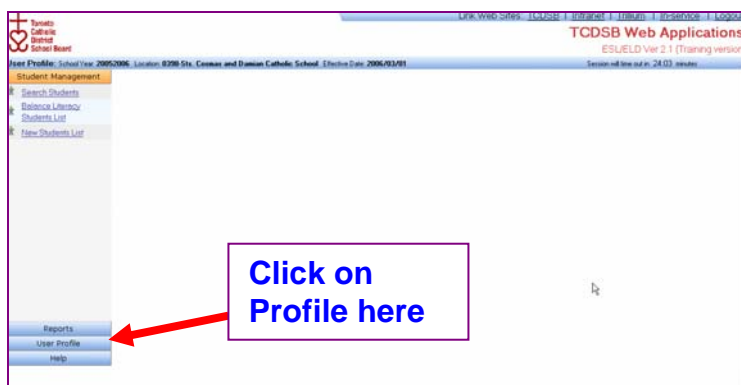
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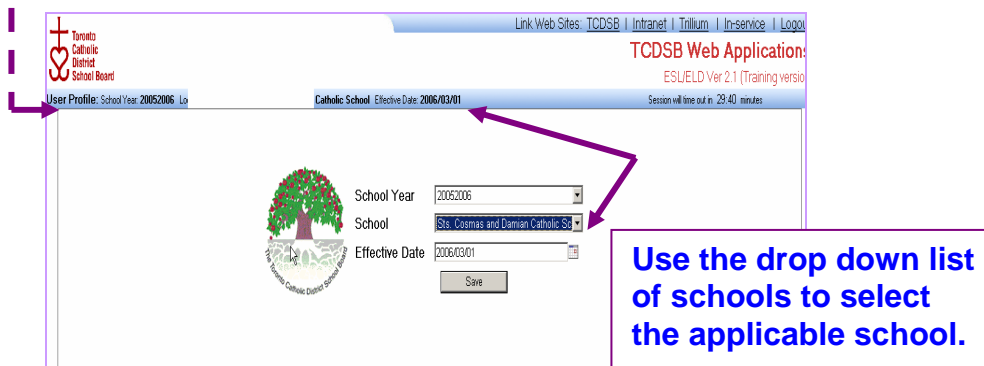
Getting Started

- Before you start, verify your **school location** and **effective date**. This is particularly necessary if you have access to several schools.



If your **User Profile** allows access to more than one school, use the following procedure to change to the applicable school.

- Check the **User Profile** on the top to ensure all information is correct.



- To correct an incorrect profile, go to the bottom left of the screen and select **User Profile**.
 - Click on **User Profile** and use the pull down ▼ list to the right of each field to make changes.
 - Click on **Save**.
- Click on **Search Students** and you are now ready to begin entering data on your ESL student's forms.



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Finding ESL/ELD Students

- The search lists, alphabetically, all **ESL Qualified** students in your profiled school.
- You should now have a list of all your school's students. You can narrow the search by using several means as noted in the "Login Tip Sheet".
- ☑ **ESL Forms Students:** students who already have forms input for them, indicated by **ESL** beside their names. Initially, you will have the number **0** listed until you fill in some forms
- ☑ **Trillium Students:** students who are already entered on the Trillium database, indicated by **"WESL"** withdrawal to ESL. This may be **0** if your school secretary did not yet enter any students on the Trillium Student Systems database.
- ☑ **ESL Qualified:** The ESL Qualified checkbox indicates the **total number** of ESL/ELD students in your school eligible for funding within the allowable 4 year period, as outlined in the Ministry of Education Legislative Grants. Selecting this checkbox and clicking Search Students will return a list of all eligible ESL/ELD students in your school
- ☑ **Balance Literacy:** The Balanced Literacy checkbox indicates the total number of JK to grade 3 ESL/ELD students in your school. Selecting the **both** the Balanced Literacy checkbox and the ESL Qualified checkbox and clicking Search Students will return a list of all JK to grade 3 ESL/ELD students in your school eligible for funding within the allowable 4 year period, as outlined in the Ministry of Education Legislative Grants.

Student Management Search and Entry Screen

Search Scope: ☐ Board ☐ School ☐ ESL Forms Students: 18 ☒ ESL Qualified: 108 ☐ Balance Literacy: 162 Class: [All]

By Last Name By First Name By Grade Search

Student Name	Student No	Gr	Trillium	Program Model	ESL Level	Birthdate	Country of Origin	Arrival Date	Status
	312-706-419	05				1995/03/22	Argentina	1997/05/25	Active
	331-036-210	02	WESL			1998/10/03	Philippines	2005/11/07	Active
	312-169-477	04				1996/03/18	Philippines	1998/12/18	Active
	313-129-264	03				1997/07/29	Hungary	1999/01/14	Active
	313-129-876	06		Intensive	ESL 2	1994/11/20	Romania	2003/07/26	Active
	331-040-618	05				1995/10/13	Philippines	2006/01/18	Active
	312-840-267	08	WESL	Tutorial	ESL 1	1992/08/27	Hungary	2001/12/10	Active
	312-854-516	06	WESL	Tutorial	ESL 1	1994/02/24	Hungary	2001/12/10	Active
	312-268-352	06				1994/06/30	Hungary	1998/12/01	Active
	312-268-311	04				1996/06/12	Hungary	1998/12/01	Active
	313-057-119	01				1999/02/15	Colombia	2001/08/16	Active
	312-773-914	03				1997/01/03	Colombia	2001/08/16	Active
	312-819-442	07				1993/08/07	Philippines	2002/05/24	Active
	313-003-980	07	WESL	Intensive	ESL 2	1993/12/15	Penn	2003/02/16	Active
	331-024-166	03	WESL			1997/09/18	Philippines	2005/11/04	Active
	311-760-912	06				1994/07/18	Hungary	2001/09/21	Inactive

Search
Scope &
Options

- Search by **Surname**, by **First Name**, by **Grade** or by **Class**. These are some of the options you may use.
- Ensure you hit **Search** after choosing any one of these search options.



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Form Entry Screen A, B1 and B2:

The entry screen is based on the student grade level. For example for JK to Grade 3 student only Forms A, B1 and B2 are displayed.

Microsoft Internet Explorer - Conejeros, Valentina

Link Web Sites: TCDSEB | Intranet | Trillium | In-service |

TCDSEB Web Applications
ESL/ELD Ver 2.1 (Training version)

ESL/ELD Form Selection Current Student: xxxxx xxxxx
Please Select a Form

Valentina Conejeros
StudentNo. :
Birth Date :
Grade : 02
Gender : F
Home Room :
Country : Chile
Arrival Date : 2004/12/02
Teacher : Carmella

Form A - Student Profile (Elementary)
Form B-1 - Program Accommodation (Elementary)
Form B-2 - Program Modification (Elementary)

Close window

Form Entry Screen A, B1, B2, C

Form C – Annual Review will automatically appear for students from Grade 4 to 8 students.

Microsoft Internet Explorer - Fernandez, Juan

Link Web Sites: TCDSEB | Intranet | Trillium | In-service |

TCDSEB Web Applications
ESL/ELD Ver 2.1 (Training version)

ESL/ELD Form Selection Current Student: xxxxx
Please Select a Form

Juan Fernandez
StudentNo. :
Birth Date :
Grade : 05
Gender : M
Home Room :
Country : Colombia
Arrival Date : 2003/03/16
Teacher :

Form A - Student Profile (Elementary)
Form B-1 - Program Accommodation (Elementary)
Form B-2 - Program Modification (Elementary)
Form C - Annual Review Conference (Elementary)
Update Program Model for Current School Year (20052006)
Review Program Model for Next School Year (20062007)

Close window

Form C: Annual Review Conference - There are two (2) parts to Form C.

Update Program Model for Current School Year: this form is used to correct or update existing student data only.

Review Program Model for Next School Year: Form C Annual Review Conference is used to review an ESL/ELD student's progress throughout the year and to delineate next year's student placement and program determination.

For Grade 8 students this review should be completed and presented at the exchange of information meetings with the secondary schools (usually held in March or April)

For all other ESL/ELD students this review should be completed in **May**.



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Entering Data

Clicking on any student's name will take you to the **Forms List** for that student.

You now have four choices:

- **Form A "Student Profile"** is the student initial assessment and is generally used at the beginning of each school year or when a new student arrives.
- **Form B-1 Program Accommodation** is used at the beginning of the school year to describe how the ESL/ELD student will be accommodated, **OR**
- **Form B-2 Program Modification** also used initially in the school year, describes how the student's program will be modified.

The screenshot shows a web browser window titled "Fernandez, Juan" and "Microsoft Internet Explorer". The page header includes the TCDSB logo and navigation links: "Link Web Sites: TCDSB | Intranet | Trillium | In-service". The main heading is "TCDSB Web Applications" with a sub-note "ESL/ELD Ver 2.1 (Training version)".

The central section is titled "ESL/ELD Form Selection Current Student: xxxxx" and prompts the user to "Please Select a Form". Below this, there are five selectable options:

- [Form A - Student Profile \(Elementary\)](#)
- [Form B-1 - Program Accommodation \(Elementary\)](#)
- [Form B-2 - Program Modification \(Elementary\)](#)
- [Form C - Annual Review Conference \(Elementary\)](#)
- [Update Program Model for Current School Year \(20052006\)](#)
- [Review Program Model for Next School Year \(20062007\)](#)

At the bottom of the form selection area is a "Close window" button.

On the left side of the interface, there is a sidebar for student information:

Juan Fernandez
StudentNo.
Birth Date
Grade 05
Gender M
Home Room
Country Colombia
Arrival Date 2003/03/16
Teacher

- **Form C Annual Review Conference** is used at the end of the school year to delineate next year's student placement and program determination.
- Note that hitting **Submit** or **Action** on all forms is the same as **Save**. You must **Submit** before printing any form.

N.B. – It is essential that Forms A, B-1 or B-2, and C be completed for each elementary ESL/ELD student and filed in their OSR.



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FORM A STUDENT PROFILE - Elementary

Page 1

- This form is to be completed annually by the ESL/ELD teacher, Principal or designate at the beginning of each school year, or when a new student arrives. **See "The Ontario Curriculum, Grades 1-8: English As a Second Language and English Literacy Development: A Resource Guide"** for information on program criteria.
- An **Initial Assessment** of the student's level of proficiency in English should be completed to provide appropriate programming.
- **Student information** will appear on the top of page 1; however, current date and ESL teacher's name must be added.
- Under **Languages Spoken**, only the school secretary can add other language(s) spoken by a student.
- Beside **Native Language** check off if the student is able to **Read** and **Write** in their first language.
- Under **Level of English**, determine student's stage of language acquisition for **Listening**, **Speaking**, **Reading**, and **Writing**.
- **Previous Education** and **Number of Years in School** can be determined from previous school documentation if available and/or parent interviews. Enter **School Name(s)**, **School Type** (with the pull-down menu), **City** and **Country**, and **School Length** in hours per day. Hit **Action** to save.
- **Learning Exceptionalities**, **Physical Exceptionalities**, **Medical Information** and **Previous Educational Services** can be entered if information is available in the student's OSR. In the future, this information will be entered automatically from the Trillium database.

Page 2

- **Other Significant Information** can be entered if available, including
 - Immigration Status, Family Information, Career Goals, etc
 - Special Interests, Aptitudes, Abilities, Skills
 - Special Needs (Academic, Social, Emotional, Physical)
 - Additional Information
- Click on **Save & Submit** to "**Save**" the information, when data input is complete. **See page 10 in this guide for instructions on printing the forms.**



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- **Special Note:**

If you click on “**Delete Form**” while in any the forms, the action will remove the information from that form. Also “**Delete all ESL Forms**” will simply exit Forms Application without saving any of the information. *Please use both delete options with caution.*

Form B Accommodations or Modifications

ESL/ELD students may have the support of an ESL teacher; however, regular classroom teachers must also accommodate or modify their programs to ensure that students achieve the expectations of the adapted program. See The ESL/ELD Resource Guide for Grades 1-8.

Form B-1 Program Accommodation (Elementary)

- This form **or** the companion **Form B-2** is to be completed annually for each student by the ESL/ELD teacher, the Principal, or a designate at the beginning of the school year or when a new student arrives.
- **Accommodations** listed include several of the more common adaptations employed by teachers to ensure the student can attain expectations of the regular grade-level program.
- Teachers can include different accommodations they will make under “**Other**” and explain what these entail.
- The form is dated, printed off, and signed by the Principal or designate. A copy is sent home for the parent/guardian’s comments and signature.
- The parent/guardian signature is required to ensure they are aware of program accommodations for their child.

Form B-2 Program Modification (Elementary)

- This form **or** the companion **Form B-1** is to be completed annually for each student by the ESL/ELD teacher, the Principal, or a designate at the beginning of the school year or when a new student arrives.
- **Modifications** listed are only some suggestions that teachers can check off to demonstrate how the program has been changed to help the student achieve expectations based on a modified grade-level program.



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- Teachers can include any different modifications they will make under “**Other**” and explain what these modifications will entail.
- The form is dated, printed off, and signed by the Principal or designate. A copy is sent home for the parent/guardian’s comments and signature.
- The parent/guardian signature is required to ensure they are aware of program modifications for their child.

Form C Annual Review Conference (Elementary)

This form is usually brought forward for a meeting with the Principal or designate, together with the ESL teacher, the classroom teacher, the School Based Support Team, and any other school personnel involved in determining the student’s educational curriculum.

Page 1 Section A

- This form is to be completed annually by the ESL/ELD teacher, the Principal, or a designate at the end of the school year, or when a student is transferring to another school.
- A prior assessment should be completed to properly place the student in the appropriate level and program model the following year.
- **Section A** will already list student information at the top. The ESL teacher must fill in **Designation**, **Admission to ESL Program**, date of **Review Meeting**, **Effective Date** (today), and **Initial Review Meeting** date (when the last **Form C** was filled in for this student, or when they were first assessed if they are new to the program this year).
- Fill in **Program Model** by selecting the appropriate designation.
- **Listening:**
 - Choose **Stage 1-4**, and then click the **tree picture** to access the program descriptors. Click the plus sign beside **ESL** or **ELD**, and the plus sign beside **Listening**. Click the plus sign beside **Junior** or **Intermediate** and then click the appropriate stage.
 - These comments are taken directly from the Ministry’s ESL/ELD descriptors in the *ESL/ELD Resource Guide*.
 - **Select** suitable comments which are then added to the box (two or three are sufficient). Click **Copy Selected Comments to Form C**.
 - **Return Form C** returns you to the form without the comments being added.
 - Returning to the **Listening** box, click on any word and add a space, which will give the word count for the box. Maximum allowed is 240 characters per box.



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- Be careful not to exceed the limit as all the comments may not print! Generally, each box only permits 5-lines to be printed out.
- Continue filling in comments for **Speaking, Reading, Writing**, and **Orientation** the same way. Keep your comments short for the **Orientation** box which only permits **3-lines** to be printed out!

Page 1 Section B

- This section is to be completed by the classroom teacher. In **Mathematics**, teachers are to indicate the **Type of Program** by checking the appropriate boxes. Students can have an accommodated program and be able to meet grade-level expectations.
- Teachers must provide the marks for each of the five strands in math; these grades should be taken from the most recent terms. Remember, intermediate students receive a numerical grade, junior students a letter grade. Teachers should comment on the student's achievement in each of the strands, and also list student strengths and weaknesses in each of the math strands.
- This box is limited to 500 characters; comments will have to be input into the computer by the ESL teacher.

Page 2 Section B

- Classroom teachers comment on **Strengths Observed in Curriculum Subjects** by summarizing student assets in other curriculum areas.
- This box is limited to 1000 characters and will once again have to be input by the ESL teacher.

Page 2 Section C

- This section is to be completed by the ESL teacher, Principal, or a designate.
- This section is to include suggestions and strategies, overall assessment of student performance, accommodations or modifications, and suggested secondary school placement.
- Click on the tree picture to access a list of strategies for accommodations, modifications, and assessment.
- Click on the plus + sign beside the title to expand the list.
- Click on Select beside those descriptors you wish to choose for each category, and "Copy Selected Comments to Form C" to complete the process.



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N.B. – See Appendix A-C, pages 6-8 "Placement of ESL/ELD Students" for a list of these strategies. Additional ideas may be found in the ESL/ELD Resources Guide, grades 1-8, or The Ontario Curriculum, ESL/ELD, Grades 9-12.

- You may also type information in the box. This box is limited to 2000 characters.

The **ESL/ELD** teacher completes the form by checking off the appropriate **Program Determination**, and filling in the names of the appropriate school personnel involved in this student review process.

N.B. - This form, as with all the other ESL Forms, is to be filed in the student's Ontario Student Record file after the meeting.



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Printing the Forms

- Ensure you hit **Submit** (or **Action** beside **Form A - Previous Education**) to save the information you input on the forms. This will save all the information on the form to the Trillium database on the board mainframe.
- If you have made a mistake in filling out a form for a student, simply click the **Clear All Forms** button at the top of any page. Inversely, if you ever accidentally erase all the information by hitting this button by mistake, call Trillium right away. The board mainframe contains back-up files for all forms submitted, even if you have inadvertently deleted it.
- Hitting **Print** will open up a box that will give you several choices. Choose **Open** and Adobe Reader will open up the form in a PDF format for printing. You cannot make changes when in PDF format; it is file type recognized by your printer.
- Select **Print** from the printer picture at the top, and it will take you to the **Properties** page. Check number of copies and pages required and hit **Print** again.

Special Note

Don't forget to click the Logout button in the top right corner when complete.

Reports

Note: Reports provide access to blank copies of the four ESL Forms, which can be printed off for handwriting comments before inputting data.



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Form C Usage

Form C Annual Review Conference is used to review an ESL/ELD student's progress throughout the year and to delineate next year's student placement and program determination.

For Grade 8 students this review should be completed and presented at the exchange of information meetings with the secondary schools (**usually held in March or April**)

For all other ESL/ELD students this review should be completed in May.

New to the Form C is the review options for Primary Students in JK to Grade 3 and Newcomer Students who have not been previously reviewed.

Note: you must use the **Save and Submit** button often, as the program will time out after 30 minutes and all work not saved and submitted will be lost.

ESL Qualified

The ESL Qualified checkbox indicates the **total number** of ESL/ELD students in your school eligible for funding within the allowable 4 year period, as outlined in the Ministry of Education Legislative Grants. Selecting this checkbox and clicking Search Students will return a list of all eligible ESL/ELD students in your school.

Balanced Literacy

The Balanced Literacy checkbox indicates the total number of JK to grade 3 ESL/ELD students in your school. Selecting the **both** the Balanced Literacy checkbox and the ESL Qualified checkbox and clicking Search Students will return a list of all JK to grade 3 ESL/ELD students in your school eligible for funding within the allowable 4 year period, as outlined in the Ministry of Education Legislative Grants.